



Ed Tech INACCESS Grant Request for Proposal 2008-2010 Indiana Department of Education (IDOE) Office of Learning Resources



The Ed Tech Grant INACCESS Program offers an opportunity to improve high school English/language arts teaching and learning through technology in Indiana schools. The objective of the program is to provide technology-rich high school English classrooms, while keeping costs at a minimum. The use of commodity-priced hardware and open source software plays a major role in this effort.

PURPOSE

Through the federal *No Child Left Behind*, the Indiana Department of Education has been awarded funds from Title II, Part D – Enhancing Education Through Technology (EETT) for 2008-10. IDOE is inviting eligible Indiana public school corporations to apply for an Ed Tech Grant to be awarded on a competitive basis from these funds. Eligibility is based on a Technology Need Index.

The highest poverty school districts in the state and any school corporation identified as in need of improvement under Section 1116 of Title I, Part A (as provided by the Division of Federal Programs) will be pre-qualified to be eligible for the Ed Tech Grant Program competitive funds.

The purpose of this grant is to improve high school student achievement in English/language arts through technology integration into the curriculum and teaching. School corporations will be required to:

- ❖ Target specific academic needs as determined by student performance on the Indiana Statewide Testing for Educational Progress–Plus (ISTEP+) and End-of-Course Assessments;
- ❖ Identify and set goals for improved student performance in high school English/language arts based on the school improvement plan;
- ❖ Discuss the provisions that will be made to ensure collaboration between teachers, parents, students, and community members for improved teaching and learning through technology;
- ❖ Explain how Ed Tech Grant Program funds will be utilized in their school corporation to improve student achievement of the Indiana Academic Standards in low-income and low-performing high schools; and
- ❖ Describe how Ed Tech Grant Program funds will be coordinated with other funding sources.

ELIGIBILITY

To determine eligible school corporations for competitive grants, the Indiana Department of Education created a Technology Need Index that is based on the following criteria:

- ❖ Number and percentage of students in poverty
- ❖ An LEA in need of improvement under section 1116 of NCLB
- ❖ Percentage of students scoring below grade level in reading/language arts on the Indiana Statewide Testing for Educational Progress–Plus (ISTEP+);
- ❖ Number and percentage of students for whom English is a second language; and

An eligible public school corporation may submit a proposal as part of a partnership with another corporation or school that would allow up to five (5) high school English/language arts classrooms per site. **A partnership may be established that includes one eligible school corporation and one public school corporation or non-public school that can demonstrate a) teachers are effectively integrating technology and proven teaching practices into English instruction, or b) experience in the application of educational technology to instruction.**

A school corporation may submit and participate in only one proposal. A partnership will submit only one proposal with two budgets. The proposal will list both teams.

A school corporation must comply with Section 9501 regarding participation by private school teachers and children. (<http://www.ed.gov/legislation/ESEA02/pg111.html#sec9501>) A list of eligible public school corporations can be found at <http://www.doe.state.in.us/olr/edtech>.

FUNDING AND EVALUATION

Each school corporation may apply for a competitive grant of up to \$177,990 (plus indirect costs and up to 5% administrative costs) per partner. Partnership amounts will be based on the number of classrooms participating and the number of students being served. As per federal regulations, **twenty-five percent (25%) of the total amount of awarded funds must be used for professional development** activities that support the integration of technology into the curriculum and teaching. **The level of funding requested should be correlated with the scope of the project.** Each applicant will conduct annual evaluations of their projects and will complete state and federal reports.

TECHNICAL ASSISTANCE: The Indiana Department of Education will provide technical assistance through phone calls, emails, and workshops. Feel free to contact us at any time in your proposal writing process. Three technical workshops will be offered to answer any questions and provide additional assistance as you prepare your proposal. All workshops will take place at the Indiana Department of Education offices located at 151 W. Ohio, Indianapolis.

The workshop dates are:

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|------------------|--------------|
| ❖ March 19, 2008 | 9:30 – 12:00 |
| ❖ April 10, 2008 | 9:30 – 12:00 |
| ❖ April 16, 2008 | 9:30 – 12:00 |

Space is limited at each session please contact Marcia Bolin at 800-527-4930 ext. 1 with the names of personnel from your corporation and the workshop/s they plan to attend.

INSTRUCTIONS

All proposals must be postmarked by May 1, 2008. Proposals postmarked after May 1, 2008 will not be considered for funding. Certified mail with return receipt or express delivery will provide proof of mailing date and document receipt by the Indiana Department of Education.

If you have questions, visit the Ed Tech Grant Program web site at <http://www.doe.state.in.us/olr/edtech> or contact Laura Taylor, Director, Office of Learning Resources, at <ltaylor@doe.state.in.us>, 317-232-9175, or 800-527-4930 ext. 1.

Mail proposal to:

Indiana Department of Education, OLR
Ed Tech Grant Program, Attn: Laura Taylor
151 West Ohio Street
Indianapolis, IN 46204-2798

All hand delivered proposals must be in the Office of Learning Resources by 4:00 p.m. on May 1, 2008.

GUIDELINES FOR ED TECH GRANT PROGRAM PROPOSAL

Submit **three** copies of the proposal to the Office of Learning Resources, Indiana Department of Education. All proposals must be postmarked by May 1, 2008, proposals postmarked after May 1, 2008 will not be considered for funding. When writing the proposal use Times New Roman, 12 point font, and at least single-spaced. Proposals that do not use 12-point font will be scanned in at 12 point and any extra pages will be removed. The entire proposal must not be longer than 10 pages excluding the two cover pages, three budget forms, and project goal pages. Follow the outline and number each section as marked below. Attachments and extra pages will be removed and not read.

Cover Page: The two cover pages can be found at the end of this document. Attach the cover pages to the front of the proposal. List the management team of this grant. Please include the teachers, technology personnel, library media specialists, administrators and other personnel both from the school corporations and from outside of the school corporation who will work on ensuring the success of this grant.

The project abstract must be 75 words or less. It should offer a clear and concise summary of the learning needs addressed in the project and the proposed solution using open-source software and computer for each student. It should provide a strong rationale for funding this project.

1) Description of Need and Baseline Data: Describe the high school academic need in English as determined by student performance on ISTEP+, CORE 40 End-of Course exams or as identified in the LEA's PL221 plans. The needs section must address improvement in instructional practices related to current technology use in the classroom and its impact on:

- ❖ Indiana Academic Standards-based curriculum
- ❖ teacher growth with technology (e.g. methods for assessing teachers to determine changes in their level of technology use in the classroom)
- ❖ teaching strategies (e.g., diversified use of technology-based applications and teaching strategies)
- ❖ improved student achievement

Address baseline data that includes:

- ❖ identified needs
- ❖ plan objectives and goals
- ❖ strategies
- ❖ beginning implementation of strategies

2) Goals and Objectives: Describe the project goals and objectives. Objectives and goals must be strongly and clearly linked to student learning, Indiana Academic Standards, the school improvement plan and the needs as stated in "Description of Needs." The objectives must be clearly measurable and describe how the goals will be met. The teaching and learning objectives described in this section need to address the problem(s)/goals and identify the results the project is to achieve (objectives). The goals and objectives need to be:

- ❖ related to the school improvement plan
- ❖ concise and specific
- ❖ clearly measurable
- ❖ clearly related to the problems described in Section 3
- ❖ achievable within the framework of this project

3) Methods and Activities: Describe the curriculum integration strategies, the technology rich environment and the link to stated objectives. Specifically identify strategies for using technology to enhance student achievement. Activities need to be developmentally appropriate and learner-centered. Make sure to include:

- ❖ A description of how the project objectives and related activities are linked to improved student learning in the English/language arts Indiana State Academic Standards.
- ❖ How the project will advance the effective use of technology to promote parental involvement and increase communication with parents.
- ❖ Innovative curriculum and practices that will be developed and implemented throughout the program.

- ❖ The steps that will be taken to ensure that students and teachers in schools served by the school corporation, particularly those with the greatest need, have access to technology and are prepared to utilize technology effectively in the classroom.
- ❖ How the project will encourage the development and utilization of innovative strategies for the delivery of specialized or rigorous academic courses and curriculum through the use of technology including distance-learning applications.

4) Professional Development: Twenty-five percent (25%) of the grant funds received must be used for professional development activities that will support the integration of technology into teaching and the curriculum. The professional development plan must be a two-year plan and address activities planned from July 2008 through September 2010 (27 months). Identify professional development needs and the specific plan for meeting those needs that ensures that the methods and activities described in Section 3 will be successful in reaching the project objectives. Describe what professional development will be offered and how it will support teachers in creating resource-based lessons and activities that use technology to enhance the curriculum, create a student centered learning environment, and integrate technology with other teaching resources.

Describe strategies such as mentoring, coaching, retreats, workshops, study groups, etc., to ensure ongoing, sustained professional development for teachers. Identify the amount of time allocated for professional development in the effective use of technology and resources in the classroom. Discuss how the corporation's plan for professional development will support the methods and activities outlined in Section 3.

The following principles, outlined in the Indiana Department of Education's *Eight Steps to Highly Effective 'Next Generation' Professional Development for Learning and Technology – Public Law 221 and Beyond*, encourage teachers and administrators to plan and implement ongoing, sustained professional development activities based on a coherent vision for overall school improvement:

- ❖ A Transformational Approach – responding to the need for digital-age thinking
- ❖ Student-Focused, Educationally Sound Content
- ❖ Relevant, Engaging Context – ensuring a practical, authentic approach to student learning
- ❖ Effective Technology Use – modeling effective, innovative practices
- ❖ Continuous Improvement and Assessment through Data – tracking student progress by teachers, administrators, and schools
- ❖ Systems Thinking – aligning all aspects of the learning community to the digital age

5) Formative and Summative Evaluation: The project evaluation must measure results, not efforts. Evaluations will be used for ongoing program improvement (formative) and final project review (summative). Each applicant will conduct annual evaluations of their projects and will complete appropriate state and federal reports.

Describe the plan for formative evaluation throughout the project. Describe how the data will be collected and analyzed to help adapt and modify the methods and activities described in Section 3.

Describe the summative evaluation plan for the conclusion of the project. Describe how the data will be collected and analyzed to determine the overall effectiveness of the project in meeting the objectives outlined in Section 2. Please state who in the school corporation will assist in the evaluation of the project.

6) Partnerships: Describe the partner high school. Discuss the provisions that will be made to ensure collaboration between teachers, parents, students, and community members for improved teaching and learning through technology. List the partner high school team. Provide a brief description of the members' roles and contributions to the success of this project, including the delivery of professional development. Document how teachers in the partner high school are effectively integrating technology and proven teaching practices, based on a review of relevant research, and that the integration results in improvement in classroom instruction in high school English; or how the partner high school has demonstrated experience in the application of educational technology to instruction.

7) Time Line and Project Coordinator: Establish a time line for the project that clearly identifies the activity beginning, critical points, people responsible, and completion. Provide the name and contact

information of the project coordinator and enumerate the duties and responsibilities of the project coordinator as they relate to this project.

9) Budget: Complete the four budget sheets at the end of this document. Round all figures to the nearest dollar. Requested funding must be commensurate with the project's size, scope, student population, and stated objectives and purposes. Funds up to 5% of the total grant may be used for administration and/or technical assistance. Funds may not be used to supplant existing programs or other funding commitments. Hardware funds must be expended by September 30, 2009. All professional development activities must be completed by September 30, 2010 and payment for services must be completed by December 31, 2010.

Grants funds will fund (maximum amount) per site:

Item	Maximum unit cost allowed	Room cost	Total allowable cost for 2 year and 5 classrooms with 30 stations
Up to 32 computers per room (30 in classroom 2 spare)	\$299 per unit	\$9,568	\$47,840*
Up to 32 monitors per room	\$165 per unit	\$5,280	\$26,400*
Up to 30 computer desk units per room	\$275 per unit	\$8,250	\$41,250*
Linux based Operating System (OS) & management software	\$10 per unit 2008-09 and 2009-10 school year	\$600	\$3,000*
Additional software or subscription	\$10 per unit per year	\$600	\$3,000*
Implementing, repairing, and maintaining equipment (Expenses include wiring, training, Moodle Server and USB backup)	Up to \$2,500 per room		\$12,500*
Professional Development 27 months	Up to \$44,000		\$44,000**
Total Grant maximum (plus allowable 5% administrative costs)	\$177,990		

*All activities must be completed by September 30, 2010.

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Total Grant Requested \$ _____

Activities	Public LEAs			Private Non-Profit Schools		
	Requested Funds	# of Students Served by Activity	# of Staff Trained by Activity	Requested Funds	# of Students Served by Activity	# of Staff Trained by Activity
Professional Development in the use of technology: (Professional Development expenditure must not be less than 25 percent of allocation)						
1a.) to enable educators to access data and resources to develop curriculum and instructional materials;	\$			\$		
1b.) to enable teachers to use the Internet and other technology to communicate with parents, other teachers, principals, and administrators; and to retrieve Internet-based learning resources;	\$			\$		
1c.) to lead to improvements in classroom instruction in the core academic subjects, including increasing student technology literacy,	\$			\$		
Other Activities:						
1. Establishing or expanding partnerships or initiatives designed to increase access to technology for students and teachers	\$			\$		
2. Adapting or expanding existing and new applications of technology to enable teachers to increase student academic achievement, including technology literacy:						
a. through the use of teaching practices that are based on a review of relevant research and are designed to prepare students to meet challenging State academic content and student academic achievement standards; and	\$			\$		
b. by the development and utilization of innovative distance learning strategies to deliver specialized or rigorous academic courses and curriculum to areas that would not otherwise have access to such courses and curriculum.	\$			\$		
3. Acquiring proven and effective courses and curriculum that include integrated technology and are designed to help students meet challenging State academic standards.	\$			\$		
4. Utilizing technology to develop or expand efforts to connect schools and teachers with parents and students to promote meaningful parental involvement; to foster increased communication about curriculum, assignments, and assessments between students, parents, and teachers; and to assist parents to understand the technology being applied in their child's education so that parents are able to reinforce at home the instruction their child receives at school.	\$			\$		
5. Preparing one or more teachers in secondary schools as technology leaders who are provided with the means to serve as experts and train other teachers in the effective use of technology, and providing bonus payments to the technology leaders.	\$			\$		

Activities	Public LEAs			Private Non-Profit Schools		
	Requested Funds	# of Students Served by Activity	# of Staff Trained by Activity	Requested Funds	# of Students Served by Activity	# of Staff Trained by Activity
6. Acquiring, adapting, expanding, implementing, repairing, and maintaining existing and new applications of technology; to support the school reform effort and to improve student academic achievement, including technology literacy.	\$			\$		
7. Using technology to collect, manage, and analyze data to inform and enhance teaching and school improvement efforts.	\$			\$		
8. Implementing performance measurement systems to determine the effectiveness of education technology programs funded under this subpart, particularly in determining the extent to which activities funded under this subpart are effective in integrating technology into curriculum and instruction, increasing the ability of teachers to teach, and enabling students to meet challenging State academic content and student academic achievement standards.	\$			\$		
9. Developing, enhancing, or implementing information technology courses.	\$			\$		
SUBTOTAL OF ACTIVITIES				\$		
Maximum 5 % Administration*	\$					
Restricted Indirect	\$					
GRAND TOTAL	\$					
* LEA administration of private school participation is reported under "Public LEAs" since administrative costs may not be incurred by private schools.						

Total Grant Requested \$ _____

		100	200	300	300	300	400	500	
These activities should be fully described in your proposal.		Personnel Salaries	Personnel Benefits	Contracted Service	Travel & Registration	Telecom—Internet other telecom service	Supplies & Materials - Software	Capital Outlay - Hardware	Subtotal
Example: Professional development workshops and training. —The actual activities would be described in the proposal.	Grant Share	\$15,000	0	\$2,000	\$2,000		\$250		\$19,250
	Local Share	\$5,000					\$750		\$575
Methods & Activities	Grant Share								
	Local Share								
Professional Development	Grant Share								
	Local Share								
Evaluation	Grant Share								
	Local Share								
						Subtotal			
						Administrative Maximum 5%			
						Grand Total \$			

Use a separate line for each activity

Activity	Audience (teachers, parents, administrators, students, etc)	Resources Needed (Include materials, hardware, software, travel etc)	Object Code (100, 200, etc)	Cost Days, schools X cost X etc =
Example: Provide workshop on using Moodle for differentiated instruction	Teachers, Principal, Library Media Specialist, Tech Coordinator,	Facilitator Fee	300	5 days X \$250 = \$1,250
		Workshop Materials	400	5 days X \$100 = \$500

1	2	3	4	5	6	7	8
Project Goal	Baseline Data	Strategies for Achieving This Project Goal	Indicators	Target Benchmarks	Process for Assessment and Evaluation	Data Sources for Assessment and Evaluation	Desired Outcomes
(The goal should be linked to student achievement, teacher proficiency, equity of access, and accountability.)	(This data is a current reflection of your district prior to implementation of this project.)	(These are documented strategies that will be used to reach the goal.)	(These statements must be measurable using terms such as a percentage, number of computers, etc.)	(These define the progress you want to make at specified points in time with respect to each indicator.)	(Describe the process that will be used to collect data, monitor progress and adjust strategies to maximize project effectiveness.)	(List all data that can be compared to baseline data to determine that goals have been reached and effectiveness has improved.)	(Should be linked to student achievement, teacher proficiency, equity of access, and accountability.)

Use additional pages as needed.